



# IRVINE UNIFIED SCHOOL DISTRICT

## CAMPUS SAFETY ASSISTANT

### DEFINITION

Under the general direction of the Campus Safety supervisor, provides visible and directed patrol of District facilities, responds to intrusion and fire alarms, reports misuse of facilities, vandalism, burglaries, and other unauthorized activities. Enforcement Use of Facilities permits by outside groups.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Patrols District facilities to check and verify Use of Facility permits by making contact with the user group and reports any misuse of District property.
- Check for evidence of vandalism, trespass or any other criminal activity occurring on the school campus.
- Check for unsecured doors, windows and gates.
- Assists and cooperates with law enforcement, fire department and other agencies.
- Report unsafe conditions present on campus.
- Writes reports on activities occurring during their shift.

### QUALIFICATIONS GUIDE

#### Knowledge of:

- Security patrol tactics.
- Safety procedures and practices relating to safety and security.
- Computer equipment and related software applications.
- Two-way radio equipment and accessories operation.

#### Ability to:

- Communicate effectively with students, staff and public.
- Identify campus violations and improper behavior.
- Act quickly with mature judgment.
- Understand and carry out oral and written instruction.

#### EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient experience with students, staff and public to demonstrate the knowledge and abilities listed above. Minimum two (2) years security patrol experience.

#### LICENSES AND OTHER REQUIREMENTS:

- Possess a valid California Class C driver's license.
- SB1626 mandated training and other state mandated training, as required

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a vehicle or controls.
- Standing and walking for extended periods of time.
- Seeing to monitor school site/activities.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing and pulling heavy objects up to 100 pounds with assistance.
- Bending at the waist, kneeling, or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Physical agility and stamina.

**WORK ENVIRONMENT:**

**Indoor and outdoor environment. Seasonal heat and cold or adverse weather conditions. Driving a vehicle to conduct work. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:**

- **Contact with dissatisfied or abusive individuals.**

**Previously Revised: 06/2017**